

CWPC Process Subcommittee March 25, 2010 Follow-Up

The Process Subcommittee did not have enough time at the March 25th meeting to provide comment and additions to the working outline for the Request for Proposals and Design Program. Attendees agreed to provide their comments in writing to David Goldberg DavidW.Goldberg@Seattle.gov. We considered using an on line discussion forum, but it requires several steps to join a group and participate in a discussion.

Instead I am asking everyone to **email me their comments by Thursday April 1 (no kidding)**. "Track Changes" mode is best, but general notes in an email are fine too. I will distribute a collation of comments by Monday April 5 for you to review quickly before the April 6 Process Sub-Committee Meeting.

The following are examples of comments that will be helpful for the RFQ:

- References to the example RFQs we sent out or others that you feel provide a good example.
- Descriptions of the type of information that should be included in the RFQ. e.g. *"Section I.1. Project Description should include the geographic area that will be considered for the Framework Plan and for the Conceptual Design."*
- Recommendations for additional sections in the RFQ. e.g. *"Between Sections II and III. Add a summary of the "design program" or "brief" so that the reader gets a quick sense of the project objectives and requirements."*
- Ideas for paragraphs that illustrate what you feel is important to convey in a particular section e.g. *"Include in the introduction a paragraph like this to convey the enormity of opportunity – 'The removal of the Alaskan Way Viaduct, creation of new public space on the Central Waterfront, and replacement of the aging Elliott Bay Seawall presents a unique opportunity to reconnect Seattle to its waterfront and remove a structure that casts a blighting shadow on Seattle's downtown. Decision-making around this vision is one of the City's most important civic opportunities for the next 50 to 100 years.'"*
- Ideas about selection criteria or formats for the public review component of the selection process. e.g. *"They must be able to taste the difference between a double-tall soy chai, and a single skinny chai."* Or *"The opportunity for public engagement in selection should include an improv element where they're given a public engagement challenge and asked to propose how they would address it."*
- Anything else that comes to mind (my suggestions for comments on the scope of work follow this).

The following are examples of comments that will be helpful for the draft scope of work:

- Suggestions for products e.g. *"The primary graphic for the framework plan should be a poster that summarizes the vision, and more specific special and functional elements of the core project area."*
- Elements to be added e.g. *"Add a preliminary phasing and financing plan to the framework plan tasks."*
- Thoughts on reordering scope elements e.g. *"The urban design should be in framework plan."*
- Ideas for paragraphs that illustrate what you feel is important to convey in a particular section e.g. *"The public outreach and engagement program will lay the foundation for engaging a broad and diverse cross-section of stakeholders during the design process."*

Request for Qualifications Outline DISCUSSION DRAFT

I. Project Background

1. Project Description
2. Project History Included Related Legislation and Agreements
3. General Scope, Schedule & Budget
4. Project Funding
5. Overview of Selection Process

II. Project Goals and Objectives (Guiding Principles)

III. Design Process

1. General Scope of Work (described in more detail on the following page)
 - a. Phase 1 - Framework Plan and Conceptual Design of Funded Elements
 - b. Phase 2 – Design Development & Final Design
2. Outreach and Engagement
3. City Project Management
 - Steering Committee
 - Design Commission
 - Arts Commission

IV. Required Qualifications

V. Submittal Requirements - *Two phase submittal*

- Initial Submittal Requirements
- Shortlist Submittal Requirements
- Public Presentations/Interviews

VI. Selection Schedule

VII. Selection Criteria

VIII. Additional Information

- Point of Contact
- WMBE
- Public Ownership of Documents
- Legal statements – team severability

Scope of Work Outline DISCUSSION DRAFT

The following outline scope of work follows the discussion to have two design phases. The first includes the framework plan, seawall coordination, conceptual design, etc., and the second includes final design of funded elements. I hope it's obvious that the list is not complete - this is where your thoughts are most welcome.

Phase 1 - Framework Plan and Conceptual Design

1. Project Management
2. Framework -- e.g.:
 - a. *Vision & Broad Program*
 - b. *Linear Connections*
 - c. *Upland Connections*
 - d. *Open Space Opportunities*
 - e. *Habitat Opportunities*
 - f. *Land use*
 - g. *Public facilities*
 - h. *Etc.*
3. Conceptual Design (overall 5-10%)
 - a. *Detailed Program for Project Elements*
 - b. *Urban Design*
 - c. *Art Plan*
 - d. *Open Space*
 - e. *Transportation*
 - f. *Utilities*
4. SEPA, NEPA & ESA
 - a. *Documents*
 - b. *Consultation*
5. Seawall Coordination
6. Public Outreach and Engagement

Phase 2 - Final Design

1. Final Design - Public Spaces, Roadways and Utilities
2. Construction Management
3. Public Outreach and Engagement

Design Program Outline DISCUSSION DRAFT

“Design Programs” or “Briefs” vary greatly in content and format. Generally speaking they provide guidance and parameters for both the design process and product. Design programs for specific projects are often established after definition of the desired facility and a preliminary feasibility analysis. Because the framework plan and public engagement will define the facilities and provide the guidance on the design parameters, this program may provide more general guidance on relevant past work, guiding principles and processes.

All thoughts on the following short list are welcome.

1. Guiding Principles
2. Project Elements e.g. streets, open space public art, etc.
3. Bibliography
4. Legislation
5. Outreach and Engagement Expectations
6. Project Oversight